

Mail Distribution Services Contract (MDSC)

Requirement	Question	Answer
1.1.1	What is the Annual Workload Estimates for the Contract Branch Post Office: amount of Incoming Mail, parcels and administrative communications?	See attachment titled: “MDSC Historical Data” This information was included in numbers given for mail volume.
1.1.1	Are the Mail Drop Boxes included or accounted for in Appendix C, Annual Workload Estimates and Appendix D Mail Distribution Sites data?	See attachment titled: “MDSC Historical Data” This information was included in numbers given for mail volume.
1.1.1 (j)	The Incoming and Outgoing Mail estimates are combined, equaling 2 – 4 million pieces annually. According to PWS paragraph 1.1.1(j), this information is kept in the <i>Summary of Business in KSC Branch Post Office</i> monthly tracking report. Please provide separate annually workload history for the Incoming Mail and the Outgoing Mail.	Incoming mail is 60 percent and outgoing mail is 40 percent of the volume listed in the attachment titled: “MDSC Historical Data”
1.1.1.8	The contractor shall screen, X-ray...” does the contractor need to provide the test equipment to monitor employee exposure levels?	No. As stated in Appendix E, Government-Furnished Property, the Government will provide the x-ray machines and the equipment to monitor employee exposure levels.
1.1.2	Mail must be delivered by next business day. The clause does not specify which class (es) of mail. Needs clarification.	All classes of mail are to be delivered by the next business day, unless stated otherwise.
1.1.6	Clause contains "immediate." Requires clarification in terms of specific time requirement.	As soon as mail personnel have the item in their hands, they are to deliver item without delay to addressee, and accomplish delivery without loss or interval of time.

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1.2.3	Need volume, history and timing on incoming and distribution of internal memoranda.	See attachment titled: “MDSC Historical Data” This information was included in numbers given for mail volume.
1.2.4	<p>a. Are the KICS and POSS mail included in Appendix C, Annual Workload Estimates?</p> <p>b. How many recipients are on the distribution list for the KICS and POSS?</p>	<p>a. See attachment titled: “MDSC Historical Data” This information was included in numbers given for mail volume.</p> <p>b. See attachment titled: “MDSC Historical Data. This information was included in numbers given for mail volume. The Government will not break these numbers down by each contract.</p>
1.2.6	Need volume, history and timing on incoming and distribution of customer printed material distribution.	See attachment titled: “MDSC Historical Data” This information was included in numbers given for mail volume.
1.2.7	What is being couriered and how often. Need volume, history including timing.	As stated, once daily. “Holy Joe” envelopes, just to the top 10 key offices.
1.2.8	Need volume, history and timing on incoming bids or proposals.	See attachment titled: “MDSC Historical Data”
1.2.9	"Most efficient manner to meet sender's delivery requirement" requires definition to allow for time standard and FTE estimate.	<p>The phrase “most efficient manner” has been deleted from the requirement.</p> <p>See updated PWS released with the final RFP.</p>
1.2.11	Also reference 1.2.9: Additionally, "most efficient manner to meet sender's delivery requirement" requires definition to allow for time standard and FTE estimate.	<p>The phrase “most efficient manner” has been deleted from the requirement.</p> <p>See updated PWS released with the final RFP.</p>

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1.2.12	Define "provide priority distribution of bid packages". Also, how much, how often?	Requirement 1.2.12 has been deleted from the PWS. See updated PWS released with the final RFP.
1.3.2	Define & volume for: "repair damaged or loosely bound outgoing off-center USPS mail."	The contractor shall restore outgoing mail by replacing a part or putting together what is torn or broken. Volume is so low that metrics are not being gathered. See updated PWS released with the final RFP.
1.3.8	What systems are being used for processing?	Generally USPS, or in some instances FedEx. See updated PWS released with the final RFP.
1.3.12	Processing distribution packages: How many, how often, what configuration. Need volume, history and timing.	See attachment titled: "MDSC Historical Data" This information was included in numbers given for mail volume.
1.4.1	It seems that the lease and maintenance agreements must be held by contractor. Needs clarification because meters are listed as Gov. Owned Property. Is the contractor also required to fund postage?	The mailing systems (not the meters) are Government- furnished property. The mail meters that connect to the mailing systems are not Government property, and because they cannot be purchased, they must be leased. The contractor is required to provide the meters and maintenance. The meters and the mailing systems that connect to the meters are two different pieces of equipment. The Government will fund postage on the meters.
1.4.6	"not later than the 10 th day following the end of the month." Is this the 10 th business day?	Any days referred to are calendar days, unless stated otherwise.

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1.6.1	From where does information flow? Who is responsible for origins of data?	Information comes from NASA-KSC and, in some instances, NASA-KSC contractors.
1.6.3.1	What if approval is received within an hour or less of the end of the day?	Changed to read “within one business day” See updated PWS released with the final RFP.
1.6.6	Recycling support: How much, how often, what types?	Two phone books, Brevard County and KSC, once per year. Plenty of time to accomplish this requirement, usually 30 days, and low volume involved. Pickup recycled phone books with regular mail.
1.6.8	Packing services: Need volume, history and timing.	Service is provided as requested by NASA-KSC organizations and civilian employees. Volume is so low that metrics are not being gathered.
1.6.9	Official Bulletin boards: Need volume, history and timing.	See attachment titled: “MDSC Historical Data” and the updated PWS released with the final RFP.
1.6.10	Posters: Need volume, poster sizes, placement locations, history and timing.	See attachment titled: “MDSC Historical Data” and the updated PWS released with the final RFP.
1.6.11	Courier support: What type(s), how often, define specific services? Is this a prime responsibility?	Requirement 1.6.11 has been deleted from the PWS. See updated PWS released with the final RFP.

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1.6.11 & 1.6.17 (updated)	Need to know what services, how often & how much.	This means that the contractor will provide mail personnel at a mailing station at launches and landings for the collection and cancellation of mail, and selling of postal needs relating to commemorative envelopes. Approximately five launches and five landings per year.
2.1	"Immediate" needs clarification	See updated PWS released with the final RFP.
2.1.1	"within 15 days of contract award" mentioned twice. Does "of" indicate before or after award? Last sentence: "within 24 hours." Are these business hours or any hours?	See updated PWS released with the final RFP.
2.2.2, 2.2.3 & 2.2.4	Secret Clearances: When can the chosen contractor begin processing staff? The transition clause language (2.2.4) does not seem to specify the time allowance for acquiring clearances.	The contractor can begin processing staff immediately after contract award. Offerors are encouraged to explore all options such as hiring incumbent personnel, etc. Offerors may include in their proposal the length of the phase-in period they may deem necessary.
2.4.2	Non-concurrence with evaluations: "within 10 calendar days"	This requirement has been deleted from the PWS. See updated PWS released with the final RFP.
2.5	QCP due "within 60 days of the start of the base contract period". "of" is before or after start?	See updated PWS released with the final RFP.
2.6	Quality Assurance: Does NASA plan to submit their surveillance plan to the contractor? If so, when?	No.
2.8.4	What is the historical data or Estimated Annual Workload for these types of events?	Contractor participation in emergency events will be required on an as needed basis. Unfortunately, the Government cannot predict if or when an emergency situation will occur.

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N/A	The Site Visit Q&A says all employees belong to the IAM. How should transfer of accrued benefits and accrual rates based on seniority be handled?	Offerors are encouraged to contact the IAM and/or the incumbent contractor for specific information about the current CBA. The Government is not privy to any agreements between contractors and labor unions.
N/A	In the IAM CBA under paragraph 13.8, it states that "...unlimited earned sick leave credits shall continue as an obligation on behalf of a Successor contractor." How will these hours be treated? Should they be included in the FFP price or could they be an IDIQ rider to the FFP for any of the hours that get transferred and used under the new contract? Additionally, how will we know how many hours each employee will have to transfer?	Offerors are encouraged to contact the IAM and/or the incumbent contractor about the current collective bargaining agreement.
N/A	Should closeout costs be included in the proposal price? If not, how will they be treated?	Yes.
N/A	Is this opportunity only set aside for Disabled Veteran Owned Businesses?	Yes, it is 100% set aside for Disabled Veteran Owned Business Concerns.
N/A	When is the incumbent contract expected to expire?	September 30, 2008
N/A	Is it permitted to submit a response to this contract as an individual company who meets the selection criteria and also as a team member of a second group without penalty?	Yes.
N/A	Is it the Center's intention for fixed firm price procurement?	Yes.

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N/A	If so, do you anticipate reimbursable CLINs (Cost plus or T&M) for fuel and vehicles?	No.
N/A	What is the requirement for sponsoring a subcontractor on our secret facility clearance?	Please contact your local Small Business Administration representative for more information.
N/A	Please provide the number of stops for each building: D.1 KSC D.2 CCAFS	See attachment titled: "MDSC Historical Data"
N/A	Please provide scaled maps that identify the physical locations of the buildings and stops.	Export control prohibits the release of detailed maps that identify specific building/locations inside KSC. The successful offeror will be provided this information after contract award.
N/A	Please provide base maps with building numbers and locations.	Export control prohibits the release of detailed maps that identify specific building/locations inside KSC. The successful offeror will be provided this information after contract award.
N/A	Is there an evening time requirement for outgoing to be delivered to USPS in Orlando?	No. The contractor will be required to deliver the day's postal receipts and any mail received after 12:45 pm to the Titusville U.S. Post Office, daily, Monday through Friday (excluding holidays). The contractor shall leave KSC at 4:20 pm.

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N/A	Reference DPWS 5.3 Mail Distribution Section A. Staffing Plan “For those position in your staffing plan that will filled by a specific person you have identified and who has committed to work on the proposed contract, that person should be identified and a resume included as an attachment to Volume 1.” Does this reference the site location management staff or contractor project managers?	It refers to both.
N/A	Reference DPWS 5.3 Mail Distribution Section B – how will the contractors be provided access to the current (incumbent) staff prior to execution and award of the contract? Will the contractors be allowed to provide information to the incumbent staff?	Offerors are allowed to recruit incumbent staff and it is their responsibility to find out ways to accomplish this.
N/A	Reference DPWS 1.1.1.j “The contractor...track the total volume of USPS letter mail, packages, money orders, insured, certified, registered, stamp sales and deposits each month.” Does this mean the contractor will supply the KSC Branch Post office employee? Does this mean the contractor would be responsible for the financial transactions at the KSC?	Yes, the contractor will supply the KSC Branch Post office employee(s). Yes, the contractor would be responsible for the financial transactions at the KSC, which is why it would have to be bonded.
N/A	How many USPS Clerk Stations (POS units/WOS units) are available in the KSC Branch Post Office?	There are three (3) clerk stations.